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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.



January 30, 1943

ADMINISTRATIVE SERVICES DIVISION MEMORANDUM NO. 18

To: Branch and Division Chiefs and Regional Administrators
From: F. J. Hughes, Chief, Administrative Services Division
Subject: Forms Used in Reporting Automobile Accidents

The question has been raised as to the form to be used in reporting automobile accidents in which official cars are involved. The form now used is AD-250, entitled "United States Department of Agriculture Accident Report". This form takes the place of the former standard forms Nos. 26 and 27. In the event there is a claim for damages to property by the private party involved, Standard Form No. 28 is to be used. These forms may be requisitioned through the Reproduction and Distribution Section of this Division.

F. J. Hughes

F-446

